



Indian Institute of Information Technology, Sri City, Chittoor

Tender Notice No. IIITS/PROC/20190301; 10.03.2019

GST No: 37AAAAI7242R1Z4

To

Limited Tender Enquiry

1. Indian Institute of Information Technology Sri City, Chittoor wishes to engage reputed contractors/decorators for a) **erection of temporary pandals and stage, safety arrangement, supply of chairs, carpets etc** b) **truss lighting, ground lighting, supply of sound system, chairs, carpets, generator, barricades, stage effects etc** with considerable experience for the Institutes event (Abhisarga 2019) scheduled to be held from 29th to 31st March, 2019 (3 days) **at its Permanent Campus, 630, Gnan Marg, Sri City, Andhra Pradesh-517 646.**
2. You are hereby requested to submit your bid in the attached tender form duly filled in all respect along with EMD & required documents in a sealed cover super scribing "**Tender for erection of temporary pandals and stage, truss lighting, ground lighting, supply of sound system, chairs, carpets, generator, barricades, stage effects etc for 2 to 3 days IIIT Sri City - Abhisarga 2019**" addressed to **The Registrar, Indian Institute of Information Technology, Sri City, 630, Gnan Marg, Sri City, Satyavedu Mandal, Chittoor District-517 646** on or before **14:00 Hrs on 20th March, 2019.**
3. Tenders can also be dropped in the Tender Box placed at the Office of Registrar at Academic Block of IIIT Sri City Permanent Campus. The tenders dropped / delivered at other sections of the Institute will not be considered, if the same is not received on or before the due date.
4. The tenders will be opened at **15:00 hrs on 20th March, 2019** in the presence of the available tenderers or their authorised representatives.
5. ***Interested parties are advised to inspect the site first and work out the requirements between 10:00 AM to 04:00 PM on any working day from 12.3.2019 to 15.3.2019. The Institute will not be responsible for deviation in the quotes submitted, without inspecting the site.***

Manager
Registrar Office

TENDER FORM

- 1) Tender shall be submitted in official tender form only. Submission in other format will be summarily rejected. Each and every page has to be signed & numbered and no paper shall be detached from the tender.
- 2) The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein: otherwise the tender is liable to be rejected.
- 3) The tender is liable to be rejected if complete information is not given therein, or if the particulars and data (if any) asked for in the schedules to the tender are not filled in.
- 4) The tender should be addressed to **The Registrar, Indian Institute of Information Technology, Sri City, 630, Gnan Marg, Sri City, Satyavedu Mandal, Chittoor District-517 646** and should be submitted on or before **20th March, 2019 by 14:00 hrs.** Tenders can also be dropped in the tender box kept in the Office of Registrar at Academic Block of IIIT Sri City Permanent Campus. The tender bids received after due date and time and without EMD will not be accepted and considered. The tenders will be opened by the Tender opening Committee on **the same day at 15:00 hrs** at the same office in the presence of tenderers, who wish to be present, either by themselves or through their authorized representatives (1 per agency allowed to present during the opening of bids with the authorization letter & ID Proof).
- 5) Tender is to be submitted along with Earnest Money Deposit (EMD) of **Rs.5,000/-** in form of Demand Draft only in favour of Indian Institute of Information Technology, Sri City, Chittoor payable at Sri City.
- 6) Tenderer should have the experience of organising at least **THREE** similar functions of National Level Institutes/Govt. Organizations/ / Corporate Commercial/ Non Commercial Events/ Celebrity Events/ Product Launch Shows/ Movie Promotion etc. **Proof of experience such as copy of work order / agreement etc. to be attached with the tender.**
- 7) The firm must be registered with GST and other statutory authorities and to enclose the copies of the relevant certificates along with the bid.
- 8) The schedule of items/services required is as per **Annexure 'B' (Schedule cum Price Bid)** of this tender form and the evaluation of bid will be on the basis of total bid value. *Institute reserves the right to change the quantity or cancel the item/service required.*

- 9) The rates quoted should be on **FIRM & FIXED** basis. The Prevailing duties/taxes must be clearly mentioned by the agencies/tenderers, wherever applicable. In case the same is not mentioned clearly, then the quoted rates will be considered as inclusive of all and no additional payment will be applicable towards taxes/duties etc.
- 10) *IIIT Sri City Chittoor reserves the right to accept or reject any or all the offer either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several factors besides the financial quote.*
- 11) The Work Order shall be awarded by the Institute based on the quotes with requisite documents. The awarded agency to provide their services as per the schedule and requirements projected by the institute in the tender/work order/subsequent discussions with the committees.
- 12) The firm / contractor should deploy sufficient number of technically and professionally qualified personnel for the event. They have to depute technically qualified executives, who can coordinate the event as per the directions of team and can take immediate decisions on behalf of the firm. The name, designation and contact number of the coordinator should also be provided in the tender. The staff deployed should have proper uniform and should wear the firms identity card.
- 13) The venue with all the installations (like carpeting, back drop, Chairs, speakers, podium with mic, lightings, Video Wall, LCDs etc.) should be ready on or before 06.00 PM on **28.3.2019**, failing which penalty will be imposed as decided by the Competent Authority. All the required furniture and fittings are to be brought to the site latest by 12.00 Noon on **28.3.2019**. **The firm has to arrange for loading/unloading of the items by deploying their own staff/ authorised labourers of the locality and Institute in no way will be responsible for the same. No excuse in delays in bringing the required materials/completing the work as sought will be entertained.**
- 14) The firm / contractor must ensure that the materials being used are of standard quality, dimensions & other parameters and to be quoted accordingly. In case items / services are not as quoted the same shall not be accepted. No payment, claims for such items shall be entertained.
- 15) The contractor has to ensure that the premises are kept clean before and after the event. The collection and disposal of garbage from the venue generated during the function has to be carried out by the firm at their risk.
- 16) IIIT Sri City shall in no way be responsible for any default with regard to any statutory obligation from the side of Vendor/Contractor and will indemnify IIIT Sri City in case of any damage or liability, which may arise on account of action of any reason.

- 17) The full & final payment shall be made after providing the necessary services based on certification by the concerned authority within **thirty** days from the date of submission of bill after deducting necessary deductions/penalties, if any, towards deviation from the agreement/work order. The bank account number and other details are to be submitted along with the bills to facilitate the payment through bank transfer.
- 18) Dispute, if any shall be settled mutually or arbitration by sole Arbitrator to be appointed by the Director, IIIT Sri City Chittoor at Sri City as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the Rules framed there under.
- 19) The institute will reserve the right to impose penalty and make deductions in case of the following:-
 - i) Non completion of work in time
 - ii) Deviation from quality and quantity of service/ items as promised
 - iii) Non disposal of garbage from the venue
 - iv) Other things which are not specified and may be deemed fit
- 20) **Location of the Venue:** IIIT Sri City permanent campus.

Particulars of the Bidder

1	Name and Address of the Tenderer/ Agency with Telephone Number/Fax No./Mobile No.	
2	GST Registration No. & its details	
3	PAN Registration No. & its details	
4	Experience of organizing at least THREE similar functions of National Level Institutes/Govt. Organizations/ / Corporate Commercial/ Non Commercial Events/ Celebrity Events/ Product Launch Shows/ Movie Promotion etc (Attach proof such as work order / agreement separately)	
5	Details of EMD for Rs.5000/- (DD No., date & bank details or receipt obtained from Registrar Office of IIIT Sri City Chittoor	
6	Name, Designation and contact details of the Coordinator	

Date

Place

Signature

(Name of the authorized signatory of Agency/Firm
with stamp)

To

The Registrar
Indian Institute of Information Technology, Sri City, Chittoor (IIITS)
630, Gnan Marg
Satyavedu Mandal
Chittoor District-517646

Sub: Tender from reputed contractors/decorators for a) erection of temporary pandals and stage, safety arrangement, supply of chairs, carpets etc b) truss lighting, ground lighting, supply of sound system, chairs, carpets, generator, barricades, stage effects etc from from 29th to 31st March, 2019 for 2 to 3 days IIIT Sri City - Abhisarga 2019 – Reg.

Ref: Your Notice Inviting Tender No dated

Sir,

I / we have carefully gone through all the Terms and conditions and also the schedule of items as enlisted by you in your Notice Inviting Tender for the subject under reference.

I/We, hereby confirm that we have understood all the Terms and conditions and confirm my/our commitment to abide by them and I/We do not have any counter conditions

I/We also confirm my/our commitment to provide the services as enlisted in schedule of item with your Notice Inviting Tender under reference.

(Authorized Name & Signatory of Agency/firm with stamp)

DECLARATION ON PRICE BID of ANNEXURE-B

The tenderer shall quote the amount tendered / financial bids in the following format as considering the venue in **IIIT Sri City, Chittoor Permanent Campus, 630, Gnan marg, Sri City, Satyavedu Mandal, Chittoor District-517 646.**

I / We on behalf of M/s_____hereby undertake to carry out the event of Abhisarga 2019 as specified in Annexure B of IIIT Sri City Chittoor Tender No. IIITS/PROC/20190301, dt._____for an amount of Rs._____ (Rupees_____ only). The above quoted amount is inclusive of all in accordance with statutory liability, service charges, administrative charges, GST etc. as applicable. No other direct or indirect claims is applicable in this tender.

(Authorized Name & Signatory of Agency/firm
with stamp)

(Put a "tick" in the appropriate column)

Sl	Attachment (keep the copies of relevant documents)	Yes	No
(a)	Address Proof		
(b)	Copy of GST Registration Certificate		
(c)	Bank Details with IFSC code		
(d)	EMD		
(e)	Signed copy of tender form		
(f)	Undertaking		

Date:- _____

Place:- _____

(Authorized Name & Signatory of Agency/firm with stamp)

Schedule of items:

STAGE AND SOUND REQUIREMENTS

A. STAGE	Qty.	Unit Price	Total Price Rs.
SIZE	:	40X30X4	
LED SCREEN	:	20 FT X 10FT	
STAIR CASE	:	2	
STAGE SKIRT	:	BLACK	
B. SOUND SYSTEM	Qty.	Unit Price	Total Price Rs.
JBL VRX LINE ARRAY	:	8 Nos.	
JBL STX DUAL SUBS	:	4 Nos.	
JBL SCOOP SUBS	:	4 Nos.	
JBL SRX TOPS	:	4 Nos.	
JBL STAGE TOPS	:	2 Nos.	
JBL STAGE SUBS	:	2 Nos.	
JBL MONITORS	:	6 Nos.	
CORDLESS MICROPHONE	:	10 Nos.	
CORD MICROPHONE	:	5 Nos.	
MIC STANDS	:	5 Nos.	
DIGITAL CONSOLE	:	1 Nos.	
C. TRUSS & TRUSS LIGHTING	Qty.	Unit Price	Total Price Rs.
TRUSS 50X30FT	:	4 POLE	
10R SHARPY	:	4 Nos.	
STAN PARCANS	:	50 Nos.	
COB BLINDER 4 EYE	:	4 Nos.	
LASER HEAVY 4 EYE	:	2 Nos.	
BEAM PAR LIGHTS	:	8 Nos.	
LED LAMPS	:	15 Nos.	
D. GROUND LIGHTING	Qty.	Unit Price	Total Price Rs.
LED TOWERS	:	8 Nos.	
LED TOWER LAMPS	:	50 Nos.	
LED ENTRANCE LAMPS	:	10 Nos.	
LED STALL LAMPS	:	5 Nos.	
LED PENDAL LAMPS	:	10 Nos.	
E. PANDALS	Qty.	Unit Price	Total Price Rs.
20X15 PANDAL	:	20 Nos.	
SIDE WALLS - FOR GROUND			
GREEN MATS	:	9100SFT	
PLASTIC CHAIRS	:	700 Nos.	
VIP CHAIRS	:	20 Nos.	
ROUND TABLES	:	30 Nos.	
GENERATOR	:	80 KVA	
DIESEL			

ENTRANCE GATES : 3 Nos.
BARRICADES (FOR STAGE) : 15 Nos.
STAGE EFFECTS (COOL FIRE, PAPER SHOTS,SMOKE)

Note:- The above items are indicative only. The agency should arrange all the necessary accessories, such as cables, connectors capable of supporting all the electrical equipment, lights, lap tops, slide changer, data switcher, pointer etc for the entire duration of the function.

